UNITED NATIONS **ST**

Secretariat

ST/IC/1996/49
5 August 1996

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: CANCELLATION OF G-4 AND G-5 VISAS ON SEPARATION OR TRANSFER OF STAFF MEMBERS*

1. The purpose of the present information circular is to inform staff members serving at Headquarters of procedures established by the United States Mission to the United Nations to ensure that G-4 visas issued to United Nations officials and their family members, and G-5 visas issued to household employees, are cancelled without prejudice** when staff members are no longer eligible for the "G" visa upon separation from service or transfer to a duty station outside the United States.

2. Staff members are reminded that G-4 visas are granted by the United States authorities to permit them entry into the United States to conduct official business. Derivative G-4 visas are granted to eligible family members, and G-5 visas are granted to eligible household employees of G-4 visa holders. In most cases, G-4 and G-5 visas are granted for extended periods. However, when the official functions of a United Nations staff member come to an end through separation or transfer to another duty station before the expiration date of his or her visa, the G-4 or G-5 visas previously granted are no longer valid.

3. The United States Mission to the United Nations has established a system for the cancellation of G-4 and G-5 visas in such cases. The cancellation will

---

* Personnel Manual index No. 13021.

** "Without prejudice" simply indicates that the visa holder is no longer eligible for the specific type of visa which was cancelled. He/she remains eligible for other types of visas, depending on the purpose of the visit to the United States.

be made without prejudice to the eligibility of the persons concerned to apply for any other type of visa, or to the consideration of applications for extension of stay, if necessary. Visas that have already expired need not be submitted for cancellation, but evidence of expiration will be needed (see para. 6 below).

4. A staff member who holds a G-4 visa and is due to separate from the Organization or to transfer to another duty station (other than for a mission assignment, which does not involve a change of duty station) is required to present his or her passport to the United States Mission to the United Nations, as well as the passports of his or her family members and any household employees who hold derivative G-4 or G-5 visas, for the cancellation of such visas. A receipt will be issued by the United States Mission to the staff member for all passports submitted in person. The visas will normally be cancelled and the passports ready for collection within two working days.

5. Alternatively, the staff member may present his or her passport, and the passports of his or her family members and any household employees holding G-4 or G-5 visas, to the Travel Unit in the Secretariat, or to the Visa Committee Secretariat in the case of visas processed by it, for submission to the United States Mission to the United Nations. In such cases, the visas will be cancelled and the passports returned to the Travel Unit or the Visa Committee Secretariat, as appropriate, within two days of receipt by the United States Mission.

6. Staff members are advised to comply with the above procedure as soon as the date of their separation or transfer is known, and in any case not later than one week prior to such date. They will be required to confirm on the exit interview form that they have complied with the above procedure, and to provide a photocopy of the cancelled or expired visas. The Organization will continue to notify the United States Mission to the United Nations of the names of staff members who have separated from the Organization or been transferred to other duty stations.

7. Staff members are reminded that failure to comply with the above procedures may result in serious difficulties in obtaining subsequent United States visas, change of status and re-entry into the United States.